



AMCIS

Admissions, Marketing and Communications
in Independent Schools



AMCIS /IAPS 2022 Prep School Seminar Terms and Conditions

ACKNOWLEDGMENT

We will acknowledge your booking form by email. Forms are usually processed Wednesday/Thursday/Friday.

AMCIS reserves the right to close bookings early should the seminar become fully booked.

If the Prep School Seminar is full, we will contact you to place you on a waiting list. Delegates will be offered places on a first come, first served basis. The final date for bookings is Friday 14 January 2022.

PAYMENT

An invoice will be issued at the time of booking. Payment will be required within 30 days of the date of invoice or by **Friday 14 January 2022**, whichever is soonest. AMCIS reserves the right to re-allocate the Prep School Seminar place to another delegate if the booking fee is not paid in time.

CANCELLATION

All cancellations must be received in writing and emailed to melissa@amcis.co.uk. There may be someone on a waiting list who would welcome the chance to take your place. Cancellations received before 5pm on Friday 14 January 2022 will receive a full refund. If a booking is cancelled after this date, or if the delegate fails to attend for any reason, the full booking fee must be paid. Delegates can transfer their booking to another delegate within their school without charge. Please inform the AMCIS office of any change to the original booking at least one week in advance.

If you are unable to attend due to a COVID related issue, please contact the AMCIS office to discuss.

MEMBERSHIP

School Members - The discounted price applies to AMCIS members only. Non-members wishing to receive the members discount must join AMCIS for the 2021/2022 academic year.

YOUR PRIVACY

Any information collected from the online registration will be processed in accordance with the UK Data Protection Act 2018 and General Data Protection Regulation (GDPR) and may be used for the provision of any further relevant information and demographic analysis. AMCIS does not share delegates' personal information with third parties without your permission.

For more information on the AMCIS / IAPS Prep School Seminar, please view the AMCIS website or contact the AMCIS Office:

AMCIS, 57A Market Place, Malton, North Yorkshire YO17 7LX

T: 01653 699800

E: enquiries@amcis.co.uk